



parks · recreation · cultural services

SPECIAL EVENTS

PARKS FILM PERMIT APPLICATION

2016

Thank you for considering the City of Colorado Springs for your upcoming film project. Completion of the Film Permit Application is the first step in the planning process to secure the necessary permits for projects that require exclusive use of any City street, sidewalk or alleyway.

Please complete all applicable sections of the Film Permit Application. *Incomplete, illegible, and/or unsigned applications will NOT be processed.* Information that's specific to your film may be added to the end of the application. An application checklist has been provided below to assist you with the types of information REQUIRED to complete a Film Permit Application. Supplemental documents should be submitted to the City's Special Events Coordinator. Delays in providing these documents impact the City's ability to review and approve applications in a timely manner.

APPLICATION CHECKLIST:

- ☐ Application signed and dated
- ☐ Certificate of Insurance
- ☐ Site plan
- ☐ Filming timeline

Film Permit Applications can be submitted as early as twelve (12) months prior to filming and no later than seven (7) days.

CITY OF COLORADO SPRINGS

Parks, Recreation & Cultural Services

Office of Special Events

1401 Recreation Way

Colorado Springs, CO 80905-1024

Phone: (719) 385-5940

Fax: (719) 385-6599

events@springsgov.com

PRODUCTION COMPANY INFORMATION

Production Company Name:

Company Website:

Street Address:

City:

State:

Zip:

Email:

Phone:

Fax:

APPLICATION INFORMATION

**Applicant must be Chief Officer or authorized representative of the Production Company*

Project Contact*:

Street Address:

City:

State:

Zip:

Email:

Phone:

Fax:

Day of contact:

Day Phone:

Cell:

PROJECT INFORMATION

Name of Project:

Project Website:

Project Type: *(check all that apply)*

- | | | |
|--|--|---|
| <input type="checkbox"/> Feature Film | <input type="checkbox"/> Music Video | <input type="checkbox"/> Television Program |
| <input type="checkbox"/> Documentary | <input type="checkbox"/> Corporate Video | <input type="checkbox"/> Short Film |
| <input type="checkbox"/> Public Service Announcement | <input type="checkbox"/> Still Photography | <input type="checkbox"/> TV Movie |
| <input type="checkbox"/> Commercial/Advertising | <input type="checkbox"/> Other: | |

Number of Production vehicles:

Size of Crew:

Number of Talent:

Total Number of Filming Days in Colorado Springs:

Equipment or props that may be present: *(check all that apply)*

- | | | | |
|------------------------------------|--------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Generator | <input type="checkbox"/> Lights | <input type="checkbox"/> Crane | <input type="checkbox"/> Track |
| <input type="checkbox"/> Dolly | <input type="checkbox"/> Water Truck | <input type="checkbox"/> Camera Car | <input type="checkbox"/> Rig (stills) |
| <input type="checkbox"/> Effects | <input type="checkbox"/> Large Prop | <input type="checkbox"/> Set Design | <input type="checkbox"/> Amplified Sound |
| <input type="checkbox"/> Other: | | | |

Vehicular Access: Motorized vehicles on park property, lawns, turf, restricted roadways, bicycle/pedestrian pathways, trails or athletic fields are prohibited.

Dates/Times:

	Day of Week	Date	Start Time	End Time
Set-Up				
Filming Start				
Filming End				
Tear-Down				

CITY PARKS, TRAILS and OPEN SPACES

Will you be using a [City park, trail or open space](#)? ☐ No ☐ Yes

If yes, which location?

Will you be putting up temporary structures on park, trail or open space property? ☐ No ☐ Yes

If yes, indicate temporary structures on Site Plan.

Reminder: Stakes are not allowed to secure temporary structures on City property.

Will you need access to Park electricity? (Available at some locations) ☐ No ☐ Yes

If yes, indicate number of hours needed:

For electricity needs outside a City Park, contact Colorado Springs Utilities at 719-448-4800

Will you need access to Park water? (Available at some locations) ☐ No ☐ Yes

☐ I understand the [Parks, Recreation and Cultural Services Rules and Regulations](#).

NOISE

Will there be any music or amplified sound used during filming? ☐ No ☐ Yes

If yes complete the [Noise Hardship Permit Application](#).

Prohibited Activities in Parks, Trails and Open Spaces: Included, but not limited to aircraft, alcohol, fireworks, golf (except on designated golf courses), petting zoo, projectile items such as airplanes and rockets, and weapons such as knives, firearms, bows and arrows, martial art weapons. Drone use may be permitted with prior approval from the Office of Special Events.

ANIMALS

Will animals be part of your film? ☐ No ☐ Yes

If yes, describe what kind and how many:

SITE PLAN and TIMELINE

To ensure appropriate review of your project, attach a detailed plan for moving routes and fixed venues. The site plan should be produced in a clear and legible manner and submitted in an 8.5" x 11" or 8.5" x 14" standard format.

To supplement the site plan, provide a detailed narrative and/or timeline of the event including a description of filming activities or other pertinent information that will better assist the City in reviewing your application.

INSURANCE REQUIREMENTS

Production companies are required to have Commercial General Liability Insurance that in which the "City of Colorado Springs, its elected and appointed officials, employees and volunteers, are included as Additional Insured with respect to the policies required by this permit." The policy must be for a minimum of \$1,000,000 with an aggregate amount of \$1,000,000. Additional insurance may be required dependent upon the event size and any high risk activities. Coverage must be maintained for the duration of the event including setup and dismantle dates. Event insurance will be primary; any City insurance will be non-contributory.

Is your certificate of insurance included with this application?

☐ No

☐ Yes

NAME OF INSURANCE CARRIER:

Contact Name:

Street Address:

City:

State:

Zip:

Email:

Phone:

Cell:

Fax:

AFFIDAVIT OF APPLICANT

I, _____, am authorized to represent and bind the Host Organization. The Host Organization represents and certifies as follows:

1. That the information contained in this Film Permit Application is true and correct to the best of my knowledge and belief.
2. That the Host Organization, has read, understands and agrees to comply with the ordinances governing the proposed film as set forth in the City Code of the City of Colorado Springs, 2001, as amended.
3. To comply with all other laws, rules, regulations and requirements of the City, county, state, and federal governments, and any other applicable entity which may pertain to or govern the use of the film venue and the overall conduct of the project.

4. The Host Organization acknowledges that the acceptance of any plans required as a part of the Film Permit Application does not constitute an approval or an acknowledgment by the City of the adequacy of the information contained in the plans.
5. To pay all applicable taxes, including possessory interest taxes and understands that the payment of any such taxes shall not reduce any consideration paid to the City pursuant to this film or any other related permit.

In accord with the City Code, to pay any costs and fees for City services that are incurred by or on behalf of the film within 60 days of billing by the City.

Print Name of Applicant/Production Company:

Title:

Signature: _____

Date: